

Budget User Guide

Browser: Log into AmpliFund, <https://ne.amplifund.com> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

Completing the Budget Section



Access the Budget section by clicking the circle labeled Budget at the top of the page

The Budget will display Categories that all proposed costs should be entered against.

NOTE: Budget categories will vary, depending on the program for which you are applying.

Budget

Budget View Settings

Options

Line Items Non-Grant Funded

Proposed Budget

Expense Budget

Category	Grant Funded	Non-Grant Funded	Total Budgeted
+ Construction	\$0.00	\$0.00	\$0.00
+ Consultant Fees - Construction Only	\$0.00	\$0.00	\$0.00
+ Consultant Fees - Planning Only	\$0.00	\$0.00	\$0.00
+ Fixed Equipment and Furnishings	\$0.00	\$0.00	\$0.00
+ Other Ineligible Project Costs	\$0.00	\$0.00	\$0.00
Total Expense Budget Cost	\$0.00	\$0.00	\$0.00

Revenue Budget

Grant Funding		
Award Requested	\$100,000.00	\$100,000.00
Subtotal	\$100,000.00	\$100,000.00
Non-Grant Funding		
Cash Match	\$50,000.00	\$50,000.00
In-Kind Match	\$0.00	\$0.00
Subtotal	\$50,000.00	\$50,000.00

Total Revenue Budget Cost (\$150,000.00)
Total Overall Budget Cost (\$150,000.00)

The Total Overall Budget Cost must be \$0.00

Mark as Complete Save & Continue

Begin entering line items for each Category, by clicking on the green + next to the Category name

1. A window will appear allowing you to enter the details for each line item

New Line Item

Budget Item Information

Category

Eligible Projects Costs: Enter the total amount in the "Direct Cost" field. Change "Calculate Match" to "Yes". Enter in your Match Dollar Amount or Match Percentage. There is a 50% minimum Cash Match requirement (If the grant funds are \$100, you must match \$100 (50% of \$200)). After saving your line item, verify that the "Grant Funded", "Match" and "Total Budgeted" columns are correct. Do not enter Ineligible Project Costs in this category. See CCCFF Application & Program Guidelines for more information.

Item Type

Name*

Direct Cost*

Non-Grant Funded

Total Budgeted \$0.00

Narrative

2. Follow the instructions on how to complete the line items for each category
3. Type in the line item name in the **Name** field
Ex: New Construction
4. Enter a description of the line item (if applicable) in the **Narrative** field

5. Enter the total amount of the line item (Grant Funded + Match) in the **Direct Cost** field

Ex: Grant Funded Amount = \$3000.00, Match Amount = \$500.00, the Direct Cost should be \$3,500

Item Type	<input type="text" value="Non-Personnel"/>	
Name*	<input type="text" value="New Construction"/>	
Direct Cost*	<input type="text" value="\$3,500.00"/>	
Non-Grant Funded	<input type="text" value="Yes"/>	
Grant Funded	\$3,000.00	
Cash Match	<input type="text" value="\$500.00"/>	<input type="button" value="Dollar"/> <input type="button" value="Percentage"/>
In-Kind Match	<input type="text" value="\$0.00"/>	<input type="button" value="Dollar"/> <input type="button" value="Percentage"/>
Total Budgeted	\$3,500.00	

6. In the **Non-Grant Funded** dropdown, select 'Yes' (This allows you to enter Match amounts)

a. If you do not have Match for a line item, you can select 'No'.

7. In the **Cash Match Amount** field enter the percentage or dollar amount of Cash Match to meet the minimum Match requirement

8. Click **Save** to save your line item

9. Repeat steps 1-9 for all line items you would like to enter in your Proposed Budget

10. Once you have completed the Proposed Budget template in its entirety, click the **Mark as Complete** button.

11. If you are ready to proceed Submit your application, click **Save & Continue** or click on the Submit circle at the top of the page

*Verify there are no red errors on the bottom left side of the budget before you **Mark as Complete**.

The cash match total cannot exceed the cash match for the project.

The grant funded total cannot exceed \$100,000.00.

The Total Overall Budget Cost must be \$0.00

Mark as Complete

Save & Continue

Budget Validations

The Project Information section validates with the Budget section. The Project Information amounts are listed in the Revenue Budget area in the Budget section.

The sum of the Expense Budget line items will equal the Revenue Budget amounts.

See example below.

Budget – Proposed Budget

Expense Budget		Grant Funded	Non-Grant Funded	Total Budgeted
+ Construction		\$100,000.00	\$500.00	\$100,500.00
New Construction	 	\$3,000.00	\$500.00	\$3,500.00
Building	 	\$97,000.00	\$0.00	\$97,000.00
+ Consultant Fees - Construction Only		\$0.00	\$0.00	\$0.00
+ Consultant Fees - Planning Only		\$0.00	\$0.00	\$0.00
+ Fixed Equipment and Furnishings		\$0.00	\$49,500.00	\$49,500.00
Equipment	 	\$0.00	\$49,500.00	\$49,500.00
+ Other Ineligible Project Costs		\$0.00	\$0.00	\$0.00
Total Expense Budget Cost		\$100,000.00	\$50,000.00	\$150,000.00

Revenue Budget		Grant Funded	Non-Grant Funded	Total Budgeted
Grant Funding				
Award Requested		\$100,000.00		\$100,000.00
Subtotal		\$100,000.00		\$100,000.00
Non-Grant Funding				
Cash Match			\$50,000.00	\$50,000.00
In-Kind Match			\$0.00	\$0.00
Subtotal			\$50,000.00	\$50,000.00
Total Revenue Budget Cost			(\$150,000.00)	
Total Overall Budget Cost				\$0.00

A points to the 'Award Requested' row in the Revenue Budget table.

B points to the 'Total Overall Budget Cost' row in the Revenue Budget table.

C points to the 'Grant Funded' column in the Revenue Budget table.

- A.** Amounts that had been entered on the **Project Details** section.
- B.** **Total Overall Budget Cost = \$0.00**
Total Expense Budget Cost = (Total Revenue Budget Cost)
- C.** **Grant Funded** column equals the **Award Requested** amount.
Non-Grant Funded column (Match line item amounts) equals the **Cash Match** and **In-Kind Match** amounts from the Non-Grant Funding area in the Revenue Budget.

Project Information – Project Details

Project Information

Application Information

Application Name*

How much are you requesting from the funder?

A

Award Requested*

How much are you planning to contribute to the budget?

Cash Match Requirement \$0.00 ⓘ

Cash Match Contributions*

In-Kind Match Requirement \$0.00 ⓘ

In-Kind Match Contributions*

Total Award Budget \$150,000.00